

### EMPLOYMENT TRANSFER

To qualify for a department transfer, an employee must have completed his/her probationary period and possess minimum qualifications for position as outlined on the Position Vacancy Announcement.

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#### Section I

Employees Name \_\_\_\_\_ BGSU ID # \_\_\_\_\_

Present Department \_\_\_\_\_ Job Opening # \_\_\_\_\_

Present Classification \_\_\_\_\_ Work Telephone # \_\_\_\_\_

Employee Date of Hire \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Applying For \_\_\_\_\_ Present Pay Grade \_\_\_\_\_

Probationary Period \_\_\_\_\_ Proposed Pay Grade \_\_\_\_\_

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#### Section II

I understand the hiring supervisor may review my three most recent employee performance evaluations and perform reference checks as it pertains to this position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### Section III

**Attach resume or data sheet containing information on your current duties/responsibilities, work history, education and training, skills (list various equipment used, software/computer skills, trades, etc.), and any pertinent information that will qualify you for this position. Information must be turned in to the Office of Human Resources by 1:00 p.m. on the deadline date.**